

**Office of Financial Institutions**  
**RETURN TO WORK**

**I. PURPOSE AND APPLICABILITY**

It is beneficial to both the State and employees for OFI to help its employees return to work as soon as reasonably possible following absence due to an injury or illness sustained on-the-job (workers' compensation). OFI will make reasonable accommodations for such returning workers by considering all available options, including, but not limited to, temporary light or limited duty assignments.

**II. RESPONSIBILITIES**

**A. Office of Risk Management**

The Louisiana State Office of Risk Management (ORM) has the responsibility for the administration of claims for medical and disability benefits to employees who are injured on the job and the coordination of the early return-to-work program.

**B. Employees**

Following any absence due to job related injury or illness, surgery, or other serious health condition, the employee is required to submit a fitness for duty certificate from the health care provider/physician. Any restrictions that may prevent the employee from returning to full duty must be stated on the certificate. The employee may be required to provide re-certification as necessary for the agency to determine when, or if, the employee is able to resume full former duties. The employee is responsible for notifying his/her supervisor, or the HR staff, of the need for an accommodation.

**C. Supervisors**

Supervisors must notify human resource staff promptly of employee requests for accommodation. Supervisors will work closely with HR staff to identify duties that may be temporarily reassigned or eliminated to accommodate the returning worker.

**D. Human Resources**

The human resource staff will work closely with OFI's safety coordinator, employees, supervisors, employees' physicians, ORM claims staff, and Civil Service to facilitate the early return to work of employees. The HR staff provides information and assistance to OFI supervisors and the appointing authority to be used in making determinations on accommodations.

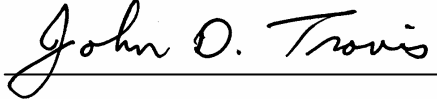
**E. Safety Coordinator**

The agency safety coordinator will advise on safety issues to be considered, and will ensure that forms and reports for return to work are completed/submitted as required by the ORM.

**F. Commissioner (or designee)**

All final decisions regarding accommodations shall be made by the Commissioner, or the Commissioner's designee.

APPROVED BY:

A handwritten signature in black ink that reads "John D. Travis". The signature is written in a cursive style and is positioned above a horizontal line.

John D. Travis  
Commissioner